



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #11/06
March 29, 2006

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Nevada State Employees Recognition Week

Once again, Nevada will join states across the nation in celebrating Public Service Recognition Week. This week is set aside annually to honor public employees and to educate the public about the many ways state government workers make life better for Nevadans.

Public recognition of state employees enhances the public image of state service and promotes public awareness of the many services you provide.

Governor Guinn has proclaimed May 1-5, 2006 as Nevada State Employees Recognition Week. A copy of the Governor's proclamation is attached and will be distributed to all employees with their paychecks on April 21, 2006.

Please take this opportunity to recognize the employees in your department who do a wonderful job for their fellow citizens each and every day. Each agency is strongly encouraged to plan at least one activity to recognize the employees within your agency sometime during the week, preferably on May 3rd which has been designated State Employee Recognition Day.

To assist you in planning activities, we are enclosing two lists of ideas for your consideration. Many of the suggestions cost little or no money, but they can have an important positive impact on morale. We are also including two posters you may use in your office locations.

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We plan to develop a composite of Nevada's recognition activities that can be shared with other states across the nation. **I am therefore asking each agency to send me a brief description of your planned activity by April 19, 2006.** This list will also be shared with other state agencies to give them ideas for festivities to plan next year.

We look forward to hearing about your agency's recognition events, and we appreciate your joining us in expressing appreciation to your agency's employees and to the thousands of other dedicated men and women who devote their careers to serving the people of Nevada.

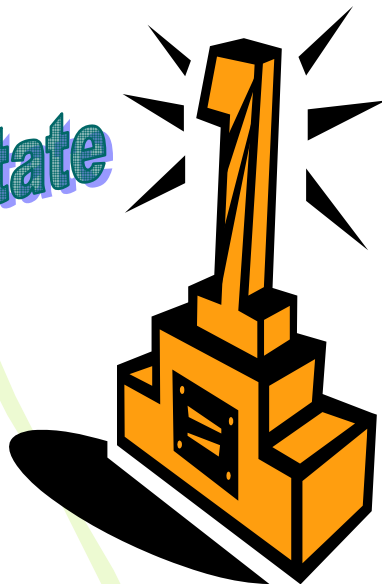
Please feel free to call our office at 775-684-0119 if you have questions or need additional information.

JG:sq

cc: Agency Personnel Liaisons
Agency Personnel Representatives

EXCELLENCE IN ACTION

Nevada State



Employees

Celebrate Nevada
State Employees
Recognition Week
May 1-5



2006 State Employee Recognition Week May 1-5

Excellence in Action!



Thank you State Employees!

State Employee Appreciation Day will be
celebrated on May 3, 2006



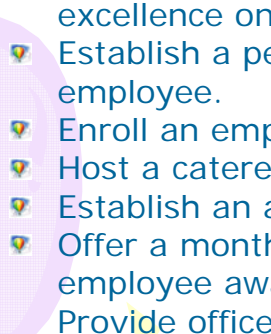
A Plethora of Ways to Applaud Your Employees

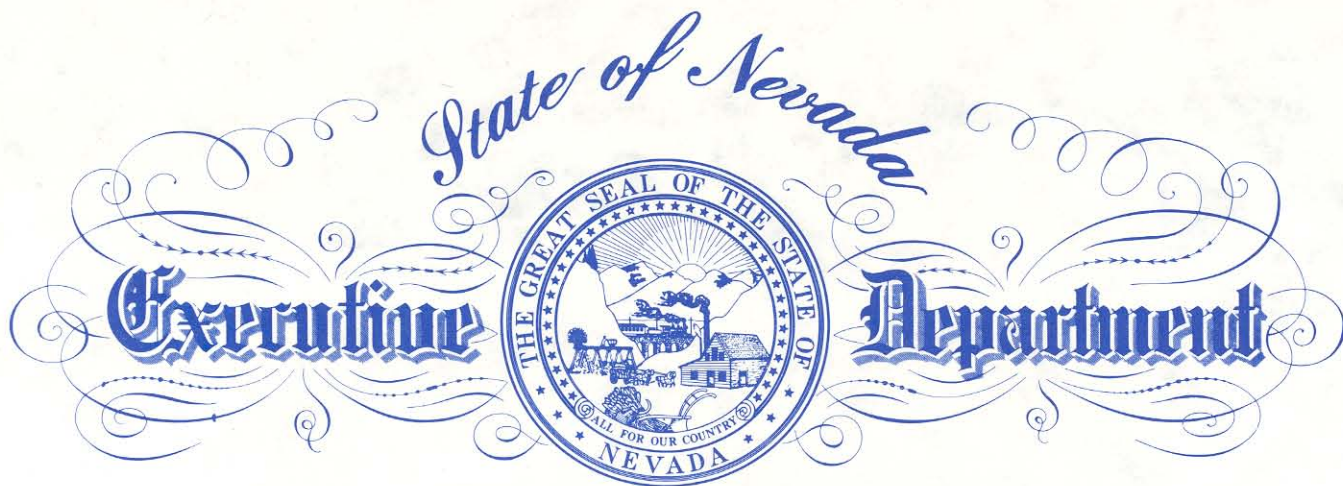
- Give on-the-spot awards to employees.
- Present each employee with a certificate "For a Job Well Done."
- Post "Employee Recognition" posters in your office, lobby, break-room and cafeteria (see attached).
- Decorate with balloons, banners, and colored streamers.
- Create a display of implemented employee suggestions to demonstrate your agency's continuous effort to improve.
- Have employees dress in red, white and blue one day.
- Arrange for Public Employee Night at a sports or cultural facility - a baseball game, bowling alley, movie theater, opera or the zoo. The evening could include free or discounted admission for public employees and/or a special tribute at intermission or half-time. Have a public employee throw out the first ball in the game.
- Have a breakfast, just donuts and coffee or something fancier.
- Organize a lunch. Make it a potluck or have supervisors cook up something for employees. Serve barbecue or pizza. It can even be a picnic if the weather permits. Have an ice cream social.
- Arrange for supervisors to serve up fresh popcorn in bags that say "Thanks!" It's important for employees to know WHO appreciates them.
- Organize an employee appreciation event or rally. Remarks can come from agency heads, elected officials and local celebrities.
- Bake a cake decorated with a logo of appreciation.
- Pick a theme for your week and carry it through, like "Spirit Week" with hat day, pennant day, appreciation day, reflection day, T-shirt day and an open house.
- Invite employees of other government agencies to visit your offices for an after-work mixer and get to know each other.
- Hold a contest to create a slogan for your agency or office and award the prize during Public Service Recognition Week.
- Challenge another division or agency to a softball game or other sporting event and invite your colleagues and families to come watch.
- Display letters your agency has received from citizens who appreciated your service. Make sure they're displayed in an area the public can see as well.
- Hold an employee talent night with performances by choirs, musicians and other talented folks in your agency.



EVEN MORE SUGGESTED RECOGNITION ACTIVITIES

Agency-Level Recognition Suggestions

- 🏆 Thank each employee personally. If you can't thank them in person, draft a hand-written note, send an e-mail, or make a phone call.
 - 🏆 Write a letter of recommendation or commendation to be placed in the employee's personnel file.
 - 🏆 Post thank you notes to your employees on a bulletin board, in a newsletter, and/or on your Web site.
 - 🏆 Offer a dress-down day to employees.
 - 🏆 Display a "Hall of Fame" – collection of photos of recognized employees displayed in a prominent place.
 - 🏆 Contact your local newspaper and provide them with a news article or suggested story idea on State Employee Recognition Day. Ask them to feature one or two of your employees using quotes or pictures. If you have a public information officer, involve him/her in the project.
 - 🏆 Use your agency's desktop publisher or graphic artist to develop banners, and signs to display in a prominent place.
 - 🏆 Prepare a scrapbook that details achievements throughout the year.
 - 🏆 Ask a senior manager to attend a staff meeting when recognizing employees. Hold a drawing for a restaurant gift certificate.
 - 🏆 Award a "traveling trophy" that is given to a different employee each year.
 - 🏆 Award certificates or plaques.
 - 🏆 Provide mugs, pens, t-shirts, etc. with a team or agency logo. Give employees special buttons or ribbons to wear.
 - 🏆 Invite a local dignitary or motivational speaker for an event at the office.
 - 🏆 Choose an off-site location and plan a "change of venue" work location with lunch, games, and prizes.
 - 🏆 Make a scrapbook of complimentary letters and notes to agency employees from customers.
 - 🏆 Display the scrapbook in a prominent place.
 - 🏆 Post a "Recognition Bulletin Board" in each department or division and encourage employees to write accolades about co-workers.
 - 🏆 Feature employees on your state Web site for their community work or excellence on the job.
 - 🏆 Establish a permanent recognition award and name it after an outstanding employee.
 - 🏆 Enroll an employee(s) in a seminar or additional training.
 - 🏆 Host a catered lunch.
 - 🏆 Establish an annual employee and family picnic.
 - 🏆 Offer a month of free parking or designate a parking place for an outstanding employee award.
 - 🏆 Provide office accessories.
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A Proclamation by the Governor

WHEREAS, Nevada's State employees are dedicated, loyal and hard working public servants, and they deserve to be recognized for their commitment to the citizens of our Silver State; and

WHEREAS, State employees often work behind the scenes performing valuable services, from building roads and working to conserve our natural resources, inspecting our restaurants and licensing businesses, to enforcing our laws and protecting our citizens; and

WHEREAS, our growing population brings both challenge and opportunity to our great state, and our state employees are consistently working diligently to meet the increasing needs of our expanding communities; and

WHEREAS, Nevadans can rely on the initiative, creativity, and expertise of dedicated State employees who daily strive to make Nevada one of the best states in which to live, work and raise a family; and

WHEREAS, on behalf of the citizens of this state, I salute you and thank you for a job well done, and I want each of you to know that your efforts do not go unnoticed, and you are making a positive difference every day;

NOW, THEREFORE, I, KENNY C. GUINN, GOVERNOR OF THE STATE OF NEVADA, do hereby proclaim May 1-5, 2006, as

NEVADA STATE EMPLOYEES RECOGNITION WEEK



In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 13th day of February, 2006

By the Governor: *Kenny C. Guinn* Governor
Secretary of State: *Don Heller* Secretary of State

By _____ Deputy

